

MINUTES OF THE REGULAR MEETING OF THE ST. CLAIR COUNTY BOARD OF HEALTH held January 16, 2024, starting at 6:30 pm, in the third-floor conference room of the St. Clair County Health Department, 19 Public Square, Suite 150, Belleville, Illinois and zoom teleconference for visitors who wish to attend virtually.

Members Present: Dr. Leo Dumstorff – President, Cindy Thompson, President-Elect, William Kreeb, Secretary, Jennifer Demsar, John West and Dr. Kelly Wood.

Members Excuse: Matt Smallheer

Others Present: Myla Blandford, Executive Director, Kathy Weisenstein, Deputy Executive, Sharon Valentine, Director of Environmental Programs, Susan Rehrig, Director of Infectious Disease Prevention, Maria Sutherland, Director of Clinical Services & Systems/Medical Provider, Janet Cronin, Accounting Manager and Brenda Fedak, Organizational Communications Manager.

PLEDGE OF ALLEGIANCE

All were asked to stand and recited the Pledge of Allegiance.

CALL TO ORDER

President Dumstorff called the meeting to order at approximately 6:30 p.m. and opened the meeting to public comment as required under the Open Meetings Act. No members of the public were present. All board members present received via email, or United States Postal service, a Board packet containing: the agenda, minutes to the previous Board meetings, Division Directors' Reports, the Finance/Personnel Committee Report, statistical report, various financial reports including the payment register, balance sheet, budget to actual reports on detailed income, 2023 Budget Revision, Cost Allocation Plan, 2024 SCCHD Risk Assessment FY23 Fiscal Audit Bid, 2024 Member Contact Information, 2024 Committee Appointments.

MINUTES

Mr. West moved, and Ms. Thompson seconded, a motion to accept the minutes of the Board of Health held on December 12, 2023. The motion carried unanimously.

PRESIDENT'S REPORT

President Dumstorff referenced the 2024 Committee and Liaison appointment document and stated the 2024 Personnel and Finance Committee would consist of the Board President (Dr. Dumstorff), President-Elect Cindy Thompson, Board Secretary William Kreeb and County Board Representative Matt Smallheer. The other liaison committee appointments were assigned as outlined on the 2024 appointment document. President Dumstorff passed around the 2024 contact information and asked Board members to verify their information and note any changes that were needed.

President Dumstorff deferred to Executive Director Blandford for the Executive Directors report.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Blandford reported the following:

- a. COVID in St. Clair County remains at LOW based on hospital admissions at 6.9 per 100,000, which is -26.5% change from prior week. SCCHD continues to administer Moderna and Pfizer vaccines for all ages as recommended by the CDC. Seven (7) Illinois Counties are at HIGH COVID status. Illinois is at a Moderate rate for respiratory illness. US COVID hospitalizations are currently at 10.8 per 100,000. Data through the end of 2023: Flu: 5.6 per 100,000; RSV: 2.5 per 100,000. FLU is increasing in Illinois.
- b. Paid Leave For All Workers Act (PLFAWA) started January 1, 2024. Part-time workers will now earn one (1) hour of paid leave for every 40 hours worked, which can be used for any reason, after an initial one-time 90-day waiting period. New hires will be required to wait 90 days from their date of hire before they are able to use PLFAWA.
- c. The management team is meeting regularly to review and update policies. We are currently waiting on St. Clair County Administration to release the updated Employee County Personnel Code. The 2024 Annual report is underway.
- d. Union hearing: There is no update to report. Briefings were due on January 15th.
- e. The fiscal review team (Bill Kreeb, John West, Matt Smallheer and Cindy Thompson) is scheduled to meet Thursday, February 1, 2024 at 2 pm.

COMMITTEE REPORTS

Finance/Personnel Committee Report

Mr. Kreeb began with the Finance Committee report with the expense claims processed since the December Board of Health meeting reflect the usual and customary transactions by the Department. The Executive Director has reviewed the expense documentation and recommends Board approval of the expense claims. Ms. Thompson moved, and Dr. Dumstorff seconded a motion to approve the expense claims. The motion carried.

Mr. Kreeb reported the St. Clair County Health Department's 2023 budget will be adjusted by the County Auditor's Office to reflect actual costs incurred. The Executive Director has reviewed the adjustments made by the Accounting Manager and recommends Board approval of the 2023 budget adjustments. Mr. West moved, and Ms. Demsar seconded a motion to approve the 2023 budget adjustments as outlined. The motion carried.

Mr. Kreeb continued, the Executive Director and Accounting Manager have conducted the annual review of the Department's Cost Allocation Plan, which outlines the allocation of indirect costs utilizing a multiple allocation-based method. One change was made: Monica Taylor name changed to Monica McMurphy. Dr. Wood moved, and Ms. Thompson seconded a motion to approve the updated Cost Allocation Plan. The motion carried.

Mr. Kreeb stated the Executive Director and Accounting Manager have completed the annual review of the Department's Risk Assessment. This Risk Assessment identifies fiscal and program risks and the controls in place to prevent loss and is part of a countywide review process conducted in accordance with governmental accounting standards. Ms.

Thompson moved, and Mr. West seconded a motion to approve the Risk Assessment. The motion carried.

Mr. Kreeb reported Under the OMB (Office of Management and Budget) Uniform Guidance, monitored by St. Clair County Health Department (SCCHD), any HIV Ryan White Grant sub-recipient over the defined Federal funding threshold includes fiscal monitoring. Fiscal monitoring includes testing of invoice records, reviewing sub-recipients' indirect cost allocation plans and ensuring the sub-recipients obtain an audit in compliance with OMB Uniform Guidance. As SCCHD does not have enough fiscal staff available to perform this monitoring, SCCHD undergoes a procurement process annually to determine which firm will perform the fiscal audits. The steps undertaken for the current Ryan White grant years are as follows:

- Bids were requested from Clifton Larson Allen, Rice, Sullivan, LLC, and Martin Accounting Services, Inc.
- Rice, Sullivan, LLC. did not respond after multiple attempts to contact them.
- Martin Accounting Services, Inc. indicated that they are not currently offering the service.
- Clifton, Larson, Allen responded and provided a bid, which is attached.

Based on the responses received, the division of Infectious Disease Prevention is recommending that Clifton Larson Allen perform the fiscal monitoring of HIV Ryan White Sub-recipients for \$17,000 plus technology costs of \$850. The Executive Director has reviewed this request and recommends Board approval. Ms. Demsar moved, and Mr. West seconded a motion to approve Clifton, Larson, Allen as recommended for the fiscal monitoring services as recommended. The motion carried.

Mr. Kreeb concluded with the following staffing updates:

- Ms. Carm (Carmoleta) Youck announced her retirement and will resign her position as Public Health TB Nurse effective January 19, 2024.
- Ms. Megan Aylor-Burr submitted her resignation as an LPN within the Health Promotion & Wellness Division effective January 31, 2024.

The Health Department is currently seeking to fill:

- One (1) full-time TB Staff Nurse/Public Health Nurse
- One (1) full-time IBCCP Staff Nurse/Public Health Nurse
- One (1) full-time Client Services Representative
- One (1) full-time Case Manager

DIVISION UPDATES:

The Deputy Executive Director shared updates from the Administration Division, with the Accounting Manager sharing highlights from the financial report. The Directors of the Environmental Programs, Infectious Disease Prevention, Health Promotions & Wellness and Clinical Services & Systems Divisions reviewed highlights from their respective divisions.

LIAISON REPORTS

Health Care Commission

The Executive Director reported the January meeting was changed to virtual due to the weather prediction, which was ultimately cancelled due to anticipated low attendance. The group hopes to have the survey results by the next meeting on March 7th, 2024. Executive Director reported Healthier Together is winding down. Mr. Peters put together a work plan to submit for a grant and asked for Executive Director Blandford's support. The grant was due January 15, 2024.

W.C. Scrivner Public Health Foundation

Executive Director Blandford reported Ms. Pat White resigned from the Scrivner Board and plans were in place to give her a Thank You gift for her years of service. Director Blandford stated work on the golf tournament should be starting soon. Before a date is selected for the golf tournament, Director Blandford will check with the City of Belleville for a schedule of events to avoid potential conflicts that may impact participation. A brief discussion of Glow Bingo as a fundraiser was discussed.

Illinois Public Health Association

Executive Director Blandford reported IPHA continues to focus on workforce development and that she is now serving on five committees.

Medical

Dr. Wittenauer stated the increase in Flu and RSV cases could partially be due to the availability of more tests and an increase in testing overall. Dr. Wittenauer asked if there was guidance from IDPH for long term care facilities regarding Flu and RSV. Executive Director Blandford stated staff would forward the information available.

Adjournment

At 7:41 p.m. a motion was made by Mr. West and seconded by Ms. Demsar to adjourn the meeting. The motion carried unanimously. The next meeting is February 20, 2024 at 6:30 pm.

Respectfully submitted,



Mr. William Kreeb
Secretary